

What is complete documentation?

Payroll:

- Special Education Teaching Certificate (please black out all SSN #s)
- Highly Qualified Qualifications - Attestations
- Job descriptions
- Fingerprint card (please black out all SSN #s) if not on file please explain
- Employment contract or wage agreement
- Time and Effort documentation
- Time sheet (including substitutes)
- Notation of the percentage of their pay paid out of this grant's funds
- Notation of the percentage of their pay being paid by this grant and how that amount is calculated, as well as what other grant funds they're paid from
- a copy of documentation showing the YTD salary charged to grant

Nonpayroll:

- Requisition
- Purchase Order
- Invoice
- Proof of payment (cancelled checks or copy of check)
- For Professional Services, include a copy of the rate/service agreement

For any purchases made at general use stores, such as grocery stores, Wal-Mart, Target, Best Buy, etc., to purchase food and/or candy, soda, electronics or office supplies, ***we ask that you include a letter on district/charter letterhead that explains the purpose and intent of purchasing these types of items.*** An example might include the purchase of food for a Life Skills class to follow a recipe for making a meal.

Field trips we ask that you include a letter on district/charter letterhead that explains the purpose and intent of the trip.

Travel, Conference and Hospitality Expenses documentation will need to include a copy of the travel claim form, travel authorization, and a copy of the conference program indicating the intent of the conference. If travel was not to attend a conference we ask that you include a letter on district/charter letterhead that explains the purpose and intent of the trip.